

Memorandum

Date : March 4, 2009

To : All California Department of Corrections and Rehabilitation Employees

Subject : **FURLOUGH PROGRAM UPDATE**

The purpose of this memorandum is to notify you of the following changes and updates to the furlough program:

Category 3:

For the February 2009 pay period only, employees are not required to use furlough hours in lieu of other paid leave benefits. Beginning with the March 2009 pay period, it will be mandatory that employees utilize their accrued furlough hours prior to any other paid leave, with the exception of sick leave. As a reminder, furlough time does not count as time worked for the purpose of overtime.

Senate Bill 8:

On February 20, 2009, the bill was signed and prohibits all paid or unpaid leave from being considered as time worked by the employee for the purpose of computing cash compensation for overtime or compensating time off for overtime. We are awaiting further direction from the Department of Personnel Administration regarding the implementation and decision of an effective date.

Personnel Post Assignment System (PPAS):

The Personnel Automation Section is releasing the temporary absence code - FHT to be utilized until further notice. Bargaining Unit 06 staff that take furlough time will need to record the Custody Sign In/Sign Out sheet with the temporary absence code. Separate instruction has been sent to institutions' watch offices, assignment offices, and personnel offices on the process to install the code and manually key the overtime.

Again, a new version of PPAS, accommodating the Executive Order and Senate Bill, along with new absence codes will be released to the institutions as quickly as possible. We appreciate your patience and cooperation as this process is being implemented. Should you have questions or require additional information please contact Kay Norris, Chief, Office of Personnel Services at (916) 322-5634.



JUDY GELEIN

Deputy Director
Human Resources